



Emily's Little Explorers

Licensed In-Home Daycare

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About Emily

Hi! My name is Emily Strickler. I am a licensed childcare provider in Faribault, MN. My husband, Tyler, and I have 3 children. Jillian (6.5y), Amelia (3.5y), and Callahan (2y). Our family also includes our dog, Ajax. He is a 7-year-old Anatolian Shepard mix who absolutely loves people and kids, especially when they give him pets! My husband and I enjoy motorcycle rides and kayaking. As a family we love spending time together watching movies, canoeing, playing in our backyard or the park, traveling, and sitting by a fire.

My mission as a daycare provider is to provide a safe place for kids to grow physically, emotionally, and socially while also having fun!

Children in Care:

I have a Class C Group Childcare License. I am currently operating as a C2 license. This license allows me to have a total of 12 kids in my care. I am licensed to care for children 6 weeks through age 10, however, once your child enters kindergarten, they age out of my program. Currently, I have the following ages of children in my care:

1. Infant (6w-11m) / Toddler (12m-23m)	7/8/2023
2. Infant/Toddler	1/13/2023
3. Preschool (2y-4y)	
4. Preschool	
5. Preschool	
6. Preschool	
7. Preschool	5/16/2022
8. Preschool	5/13/2021
9. Preschool	4/29/2021
10. Preschool	10/29/2020
11. School Age (5y-10y)	10/10/2017
12. School Age	

Hours of Operation

Emily's Little Explorers is open Monday through Friday from 6:30am to 4:30pm. I ask that your child(ren) is/are picked up BY 4:30pm. My time with my family is precious, so it is imperative that you respect my closing time. Frequent late pick-ups will result in termination.

Meals and Snacks:

- Meals included in tuition are breakfast, lunch, and afternoon snack.
- I participate in Providers Choice, Inc. which is a USDA Child Care Food program. To participate, I must complete two hours of nutritional training each year and also have quarterly, unannounced visits from a representative of the program. Parents must enroll their child in this program annually. I serve nutritionally balanced meals at no extra charge! All children will be offered food and will be encouraged to try it; they will not be forced to eat. Children who choose not to eat will not be served food until the next scheduled meal or snack.
- Meal schedule will be as follows:
Breakfast: 8:15am – 8:45am
Lunch: 11:30am – 12:30pm
PM Snack: 3:15 – 3:45pm
- If your child is not in attendance for one of these meals, you are responsible for providing the missed meals before they return to daycare.
- We will be celebrating each child's birthday, including serving a special treat. If you would like to bring a treat for all the kids, please let me know ahead of time, so we are not doubling up on birthday treats.
- Allergies/Special Food Needs:
 - If your child has allergies, you must fill out an Allergy Information form. It is the parents' responsibility to inform me of all special food needs upon enrollment.
 - I will do my best to accommodate all allergies/special needs regarding food, however If I am unable to accommodate these needs, I may ask that parents provide all food for that child.
- Infant Feedings:
 - Formula: The Food Program requires me to provide at least one type of infant formula. I will provide Parents Choice Formula (Regular or Sensitive). If your child needs another type, it must be brought from home in the original container (or premade in bottles) and labeled with the child's name.
 - Breastmilk: Must be labeled with the child's name and date. It may be brought fresh, refrigerated, or frozen, whichever is most convenient for you. I will follow all CDC rules for proper storage and use of breastmilk.
 - Feeding times for infants will be flexible. However, as the child gets closer to 12 months old, I will work toward feedings being at the same as when everyone else eats (Breakfast, Lunch, and Snack).

- I will ask for verbal permission from parents before starting an infant on solids.
- Once an infant starts on solids, I will offer purees and other starter foods at every meal. Purees and other starter foods are included in tuition.

Sleep & Rest Arrangements:

- I will be performing monthly safety checks on all cribs and portable cribs. This includes checking for recalls from the Consumer Product Safety Commission website: www.cpsc.gov, as well as a visual inspection. All safety checks and actions taken will be recorded on the Monthly Crib Safety Inspection Log.
- **Infants:**
 - Infants will be placed on their back in a crib or portable crib with a tightly fitted sheet for all sleep.
 - The only exception to placing infants on their back is if the physician of the child reads, completes, signs, and dates the Physician Directive for Alternative Infant Sleep Position. The form must be signed by the PARENT & PROVIDER as well and kept on file at the childcare residence.
 - No blankets or other comfort items, except a pacifier, are allowed in the sleep space. No swaddles or sleep sacks are allowed.
 - If an infant rolls to their stomach while sleeping, I will allow them to remain in that position if they are older than 6 months old or the parent has signed the Infant Rolling Parent Statement form that allows the child to remain on their stomach once they have independently rolled.
- **Toddlers/Preschoolers:** Toddlers and Preschoolers will nap in/on a pack-n-play, sleeping bag, mat or cot.
- **Naptime/quiet time:** All children will either be napping or participating in a quiet activity from 1-3pm. I ask that if you are planning on picking up your child during this time that you let me know ahead of time so I can coordinate a quiet pickup so those sleeping can stay sleeping.

Infant Care:

- Infants must be able to be bottle fed before they will be allowed to start at Emily's Little Explorers.
- Infants must be able to nap in a crib, without a swaddle, on their back, before they will be allowed to start at Emily's Little Explorers.
- I encourage all parents of infants to practice the things listed above at home before care begins so that the transition from home to daycare goes smoothly.
- If an infant starts and I find that they are unable to do any of the things listed above, I reserve the right to deny care temporarily or terminate care immediately, whichever I see fit.

Nondiscrimination Practices:

I will not discriminate in relation to admissions based on race, creed, color, national origin religion, or sex.

Medication Administration

- I will not administer medication (prescription or non-prescription), diapering products, sunscreen lotion, or insect repellent without the written permission and instruction from the child's parents. Upon enrollment you must fill out the Prescription and Non-Prescription Medication Administration Permission form.
- To administer prescription medication, I must obtain and follow written instruction from a licensed physician or dentist prior to administering each prescription medicine. Medicine with the child's name and current prescription information on the label constitutes instructions.
- Medication must be in its original container and have the child's name on the label. Medication from a family member will **not** be accepted or used.

The Care of Ill Children:

- Your child must stay home if they have any of the following symptoms/illnesses:
 - Temp of 100° F or over (Can return after 24 hours of being fever free without the use of fever reducing medications)
 - Vomiting (Can return 24 hours after last episode)
 - Diarrhea (Can return 24 hours after last episode)
 - Undiagnosed lethargy (see doctor before returning)
 - Undiagnosed Rash (can return when deemed non-contagious)
 - Persistent Undiagnosed Cough (can return when deemed non-contagious by a doctor)
 - **Communicable Diseases:** (such as, but not limited to: Covid, HFMD, chicken pox, measles, mumps, conjunctivitis/pink eye, strep throat, roseola, influenza, etc.). Must see a doctor. Your child may return to care when the incubation and contagious period has passed, and the child is well enough to participate in regular childcare activities.
- If your child develops one or more of these symptoms/illnesses while at daycare, I will notify you right away.
- Once notified of a sick child, parents have 1 hour to pick up the sick child AND siblings in care.
- Siblings of a sick child will not be allowed to attend until proven by a physician that the symptoms of the sick child are not due to a contagious illness.
- If I take your child's temp and it is between 99.5 and 99.9° F, I will notify you that your child has a low-grade fever, and I will monitor their temp for the rest of the day. If you take your child's temp and it is within this range, you must notify me so I can monitor

them the rest of the day. The goal is to catch illnesses quickly so that we can prevent everyone from getting sick.

- You must notify me of any new symptoms that arise in your child as well as in anyone in your household. During the week AND during the weekend. I reserve the right to refuse to care for a child if any member of the household is sick with a contagious illness (such as Covid 19, HFM, etc.). The goal is to keep everyone healthy so that daycare can remain open as much as possible.
- If a child is unable to participate in normal activities, they should not attend daycare. If they come to daycare and I find that they are unable to participate in our normal activities, I reserve the right to send them home.
- Masking your child’s symptoms by using medications and sending them to daycare can result in termination of care.
- Parents are required to notify me within 24 hours of the diagnosis of a serious, contagious illness, or parasitic infestation listed below:

Amebic Dysentery	Occupationally Related Diseases	Typhus
Brucellosis	Ophthalmia Neonatorum	Venereal Disease
Encephalitis (all types)	Pertussis (Whooping Cough)	Yellow Fever
Food Borne Illness	Psittacosis	Anthrax
Hepatitis, Viral (A, B, Non A, Non B)	Reye’s Syndrome	Botulism
Lead Poisoning	Rocky Mountain Spotted Fever	Cholera
Leprosy	Rubella	Measles (Rubella)
Leptospirosis	Salmonellosis	Plague
Malaria	Shigellosis	Poliomyelitis
Meningitis (all infectious types)	Trichinosis	Rabies
Meningococccemia	Tuberculosis	Smallpox
Mumps	Tularemia	Tetanus

I will inform a parent of each exposed child the same day I am notified of a positive diagnosis of any of the illnesses or parasitic infections listed above.

I will notify the health officer or Minnesota Department of Health of any suspected case of reportable disease as specified above.

I am required to do these things by licensing. Failure to inform me of these illnesses in a timely manner will result in termination of care.

Immunizations

- I am required to keep immunization records for each child in my care. The Immunization Form must be filled out prior to admission. This form must be updated every 6 months

for infants, annually for toddlers, 18 months for preschoolers, and every 3 years for school age kids.

- To help me maintain these required records, I ask that parents bring in a printout of their child's immunization record each time the child gets a new shot.
- All children in my care must be up to date on all immunizations.

Emergency/Fire/Storm

You will receive my emergency preparedness plan upon enrollment. This document is required by the county and is reviewed/updated yearly. Monthly fire and storm drills will be done.

Accidents:

- Minor cuts, scrapes, and bruises are bound to happen when children are playing. I will wash with soap and water and apply a bandage or apply an ice pack when necessary. I will notify you when you pick up your child of any minor injuries.
- In the case of a major injury, I will call 911, perform immediate first aid/CPR and contact you when it is possible. If I cannot reach you, I will then call your emergency contact person on your Admissions and Arrangements form. I will let first responders decide the best course of action for your child. If your child needs to go to the hospital an ambulance will be called. Any expenses incurred are the responsibility of the parent.
- Any child that is seen by a physician after hours due to a possible accident during childcare hours must notify me immediately. I have 24 hours to report this to licensing.

Transportation

I will not be transporting children in my vehicle. If at any point I decide this is something I would like to do, I will take the necessary training to do so, notify you of this decision, and will have you sign an updated parent contract.

Tuition, Fees, and Payment Policy

- **Tuition:**
 - Tuition is \$200 per week per child.
 - Only full-time care is provided at Emily's Little Explorers. Your child must attend at least 4 out of 5 days of the week regularly. Tuition does not change based on the number of days your child attends.
 - Hours/days of care needed must be discussed upon enrollment and listed on your Admission and Arrangements Form and on the final page of this contract.
 - Any temporary changes to hours/days needed must be discussed and approved a week before the change takes place.
 - Any permanent changes to hours/days of care needed must be discussed and approved in advance and a new contract must be signed.

- Tuition is due every Monday regardless of attendance. Tuition is due before care is provided.
 - Tuition must be paid in full on Mondays by drop off or by 9am, whichever comes first.
 - I reserve the right to deny care if tuition is not paid on time and in full.
 - If you do not receive care due to late payment, you will still be charged full weekly tuition. A late payment fee will also apply.
 - I reserve the right to terminate care immediately if payment is not made on time.
 - Means of payment: I accept cash, check, or Venmo. You will receive payment receipts for your records.
 - Any overpayments will be applied to future tuition. No refunds will be given.
 - NSF fee of \$35 will be charged to cover bank fees if a check payment does not go through. A “cash only” policy going forward will be the only option for tuition payment.
 - If your child does not attend daycare, for any reason, you are still responsible for making your weekly tuition payment on time and in full.
 - I will be evaluating tuition every January and you will be notified one month prior to any changes/increases.
 - **Drop-in care** tuition rates and fees differ from regular tuition and will be discussed and agreed upon each time care is needed.
 - **Late Fee:** A late fee of \$20 per day per child will apply when:
 - tuition payment is late.
 - a child is picked up after 4:30pm.
 The late fee will be added to tuition the following week.
 - **Deposit fee:** A deposit of \$400 per child is due at enrollment. If the family gives a 1 month written notice to the provider, this fee can be used toward their child’s last two weeks of tuition. This fee is non-refundable.
 - **Registration Fee:** A registration fee of \$60 per child is charged and due when all enrollment paperwork is turned in. This fee is non-refundable and does not apply to tuition.
 - **Enrollment Fees:** Enrollment fees are considered the Registration Fee, Deposit Fee, and the first week of tuition. All must be paid in full before care is provided and are non-refundable.
- ***Care will not begin until 1st week of tuition, deposit fee, and registration fee are all paid, and all forms are fully completed and turned in. *****
- **Maternity Leave:** Some families may choose to keep older sibling(s) home with them during a maternity leave. I will hold a space for currently enrolled children/siblings for the following:
 - A space may be held for up to 6 weeks.

- The need for “leave” must be submitted in writing.
- During this time (up to 6 weeks) families will be charged \$100 per child per week. Payment must be made either in full at the beginning of the leave or paid on Monday of each week by 9am. Failure to pay will result in termination of childcare services.
- After 6 weeks full tuition will be required to hold your spot(s).
- A return date must be given in writing at the beginning of a scheduled leave of absence. Unless arrangements are made otherwise, that will be the expected return date and payment arrangements will return to normal, per the financial policy of my childcare.
- Infant care cannot be guaranteed to families therefore it is recommended that you communicate an upcoming need for care as soon as possible.
- **Holding Fee:**
 - If care does not start within a month, a holding fee must be paid to secure your child’s spot at Emily’s Little Explorers. You must fill out and sign a Holding Fee Agreement (given with enrollment papers). This document includes a payment schedule and when your child will begin care at Emily’s Little Explorers. If your start date changes, a new Holding Fee Agreement will need to be signed. If you need to extend the holding period, I reserve the right to decline that request and move on to another family. The holding fee is non-refundable and does not apply toward tuition.
 - Additionally, all enrollment paperwork and fees must be submitted to begin “holding” a spot. Enrollment fees are non-refundable.
- **Summer Leave:**
 - Families who take the summer off must pay a \$600 per child non-refundable holding fee to “hold” the spot for fall.
 - An “end date” and a “start back date” must be given prior to leaving for the summer. Leaves are only considered to be no more than eight weeks. If additional time is needed beyond the eight weeks, then the regular weekly fee must be paid, in advance, of the additional weeks.

Termination and Notice Procedures:

A 2-week notice will be given to the parent if the provider plans to discontinue care of a child. The parent will give 2 weeks’ notice when taking a child out of care.

Immediate Termination Procedures:

I reserve the right to immediately terminate care at my discretion.

Time Off:

Provider Paid Holidays:

- Memorial Day

- 4th & 5th of July
- Labor Day
- Thanksgiving & Black Friday
- Christmas Eve
- Christmas Day
- New Year's Day

*****Emily's Little Explorers will be closed for paid holidays*****

- If the holiday falls on the weekend, I may take off the Friday before or the Monday after the holiday. You will be notified a month prior to the holiday, which day I am taking off.

Provider Time Off:

- I may take up to 15 paid personal/sick days per calendar year.
Paid Holidays are not included in the 15 paid personal/sick days
- I may take up to 3 paid days for bereavement, per calendar year, if necessary.
- I reserve the right to take off as many additional days as necessary.
- After all my paid days are used up, any additional time off needed will be unpaid.
- I will give one month's notice for time off when possible.

Substitute for Care: I do not have a substitute lined up for my time off/holidays/emergencies. It is the responsibility of the parent to find care when I am unable to provide care.

Pets

- We have a dog present in the home. He is current on all vaccinations.
- Ajax is considered a part of our family. If your child does not treat him with respect, care will be terminated immediately.

Liability Insurance Coverage:

I carry liability insurance for my daycare. It expires on 1.10.2025.

Drug and Alcohol Policy

I, employees, subcontractors, and any volunteers will never be under the influence of prescription medication or a chemical that impairs the ability to provide service/care. Training on my drug and alcohol policy will be done if/when needed to the above people.

Additionally, **NO ONE** under the influence will be allowed in my home/on my property during daycare hours.

This includes parents and anyone picking up your child. If I **SUSPECT** they are under the influence of drugs or alcohol I will **NOT** release the child to that person.

Smoking/Vaping

Neither smoking nor vaping are allowed on the property during daycare hours.

Mandated Notification:

I, my employees, and helpers are required by MN statute 245A.145 Subd.1 to report any suspected form of physical, sexual, or emotional abuse or neglect of any child in my care. Reports must be made to:

Rice County Social Services Child Protection Intake 507-332-6214

OR

Local Law Enforcement office (police or sheriff)

Trampoline

We have a trampoline on the property; however, it will not be used during daycare hours and daycare kids will not be allowed to use it.

Drop Off/Pick Up:

- All children need to be signed in upon arrival and signed out before leaving. Any person picking the child up other than a parent must have a photo ID and must be approved for pickup according to the “Admission and Arrangements” form filled out at enrollment. Any time someone needs to be added or dropped from the approved list the parent is responsible for letting me know so we can update the “Admission and Arrangements” form to reflect the new approved list.
- Children must arrive at daycare already dressed for the day and must have a clean diaper on (if applicable).
- I have an open-door policy, meaning you may come for a short visit, drop off, or pick up your child at any time. To ensure the safety of the children in my care, I will have the door locked from 9am to 3pm. If you need to drop off, visit, or pick up during those times, please call me ahead of time so I can unlock the door for you.
- I will not release a child from my care without a proper car seat/booster.
- Anyone picking up your child is required to have an age/size appropriate car seat/booster that is properly secured in their car. If they do not have one for each child being picked up, I will ask that:
 1. They may leave and return with a proper car seat/booster.
 2. Another approved person comes to pick up the child(ren)***No late fees will be charged if either of these things need to happen, as the safety of each child in my care is more important to me than time/money. However, my family time is still very important to me, so if you/or the person doing pickup fail to have a proper car seat/booster and go over my hours of operation frequently, care may be terminated***

Items to Bring:

- **Age specific items:**

- Infants:
 - 3 changes of clothing. Can be brought daily in a bag or kept at daycare.
 - At least 3 bottles (Must be labeled with child's name)
 - Breastmilk/Formula if needed. The container/bottle(s) must be labeled with your child's name. Please make sure there is more than enough to get through the whole day. Some children eat more at daycare than at home and there are occasional spills.
 - Pacifier (if applicable). Must be labeled with child's name.
- Toddler/Preschooler: 2 changes of clothing. Can be brought daily in a bag or kept at daycare.
- School Age: 1 change of clothing. Can be brought daily in a bag or kept at daycare.
- Weather permitting, we will be going outdoors daily. Please be sure to bring weather appropriate clothing to leave at daycare. During the summer months I may ask that you leave swimwear at daycare so your child can participate in waterplay. During the winter months I ask that you leave 1 set of proper winter attire (snowpants, boots, hat, coat, and gloves) at daycare. These items must be the correct size and have your child's name or initials on them.
- Diapers/training pants will need to be brought for children who are not fully toilet trained. I will provide Pampers Sensitive wipes. If your child cannot use Pampers Sensitive wipes, I ask that you bring wipes for me to use, labeled with your child's name.
- I provide sunscreen and bug spray. You may bring your own if you so choose, but it must be labeled with your child's name.
- I provide Aquaphor, Desitin, and Triple Paste for diaper creams. If you would like another type or brand for your child, you may bring it in. It must be labeled with your child's name.
- **Toys or food from home are not allowed at daycare.**
 - Toys from home often cause jealousy issues and are not welcome at daycare. I have more than enough toys here for everyone to play with.
 - Due to food allergies, no outside food will be allowed unless first approved by me.
 - All food must be removed from your child's hands/mouth/pockets before entering my home. This helps ensure the safety of others who may have allergies.
 - If you have any questions or believe you have an exception to this rule (such as a shared birthday treat), please discuss them/it with me **before** you enter my home with personal toys or food.

Communication

- I will be communicating closures and other important information through text.
- Please feel free to communicate by text message at any time, however, do not expect an immediate answer. I will do my best to get back to you in a timely manner.

- Upon enrollment we will have a discussion on child rearing, sleeping, feeding, and discipline essential to the care of your child. In addition to verbally discussing your child's needs, I ask that you write up a summary of your child's eating and sleeping habits, their typical daytime schedule, likes/dislikes, physical abilities (infants rolling over, sitting up, walking, crawling, etc.), and any other important information for care. Please give me this summary when you turn in your enrollment forms.

Grievance Procedure

When you have questions or concerns, please talk with me as soon as possible. You know your child best, so if you have suggestions to help me provide for your child in a better way, I would love to hear them!

Meetings to discuss/resolve concerns must be set up outside of business hours so my daycare kiddos can be safely supervised during daycare hours.

If we have discussed your concerns and you feel that it is necessary to take it higher, please contact my licensor, Katie Anderson, by phone or email:

507-333-3708 or Katie.Anderson@RiceCountyMN.gov

Behavior Guidance:

- I strive to maintain a positive approach to managing the behavior of children in my care. I will establish and enforce clear and consistent limits and expectations for appropriate behavior. When inappropriate behavior develops, I will use some techniques like modeling, distraction, redirection, adjusting the environment, cooperative problem solving and removal from the activity or area will be used as a last resort.
- No child will be subject to corporal punishment or emotional abuse. "Corporal punishment" means the nonaccidental infliction of physical pain on a child by caregiver. Corporal punishment includes, but not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking. "Emotional abuse" means the infliction of verbal or psychological abuse on a child by a caregiver. Emotional abuse includes, but is not limited to, name calling, ostracism, shaming, derogatory remarks about the child or child's family, and threats which threatens, humiliates, or frighten the child. Food, light, warmth, clothing or medical help cannot be withheld from the child. Discipline and punishment shall not be delegated to another child. Separation of a child will be appropriate to the age of the child and circumstance requiring the separation. The separation will be less than 10 minutes, and an area that is well lit, free from hazards, ventilated, and open to the view of myself. A child will not be placed in a locked room to separate. The child once calm will be reunited back into play. Toileting accidents are a teachable time; therefore, no child will be punished for toileting accidents. Infants are shown modeling of appropriate behavior and re-directed when needed and shall not be separated for disciplinary reasons.

Rule 2:

A complete copy of Rule 2 can be found at <https://www.revisor.mn.gov/rules/9502/>

Parent Handbook/Contract Information

- I will be evaluating and updating my parent handbook/contract at least every January, however I reserve the right to make changes to my parent handbook/contract at any time. You will be given a new parent handbook/contract and will need to sign it each time I make a change.
- Not signing the updated parent handbook/contract means you do not agree to the changes and no longer wish to have your child enrolled at Emily's Little Explorers.
- If you do not sign the updated parent handbook/contract, I will no longer provide care for your child and your child will be considered "immediately terminated" from my care.

Parent Contract

*****Please fill out and return this page along with the rest of your enrollment papers. You may keep the rest of the parent contract/handbook for your records*****

Parent’s Name(s):

Child’s Name(s):

Hours/Days of Care Needed:

Start Date:

Additional Information:

Agreement/Signatures

By signing below, you are stating that you have read and completely understand all the tuition/fees, policies, and procedures listed in this document and agree to follow them. You are also agreeing to have me, Emily Strickler (Owner of Emily’s Little Explorers), provide care for your child.

X _____

Parent/Guardian 1 Signature

X _____

Parent/Guardian 2 Signature

Date:

Date:

By signing below, I, Emily Strickler, provider and owner of Emily’s Little Explorers, am stating that we have discussed all necessary information to provide quality care for your child. By signing, I am stating that I have a spot open for your child, and I am agreeing to provide care.

X _____

Provider Signature

Date: